

Volunteer Service Policy

Policy Background

The Granby Public Library system accepts and utilizes volunteers to enhance public library services within the community.

General Information

Volunteers provide support services to the staff and/or work on special projects or programs.

Policy

Volunteers are accepted by the Library Director based upon their qualifications for library work and the need for assistance within the libraries at the time of application.

A copy of the Volunteer Handbook will be provided to each volunteer at the beginning of his/her service period.

Volunteers are trained by, work with, and take direction from an assigned library staff member who is responsible for their work. The supervising staff member may also recommend removal of a volunteer from service.

Work schedules and specific time commitments will be arranged by each volunteer and his/her supervisor. Work will be scheduled during hours when adequate supervision is available.

Volunteers will be provided with and will wear badges while working in public areas. They will record the number of hours worked at the end of each volunteer period.

*Adopted by the Granby Library Board
January 17, 1995*

Reviewed and approved by the Granby Library Board March 10, 2014